

ADMINISTRATIVE - INTERNAL USE ONLY

28 November 1983

MEMORANDUM FOR: Executive Officer  
Office of Personnel

FROM:

[REDACTED]

C/HRPS

SUBJECT: Weekly Activities Report

1. A new group of manpower projections has been developed for the Office of Communications (OC). In response to OC Personnel's request for support in estimating their FY 1984 manpower requirements; a series of reports was provided to OC showing anticipated monthly manpower flows, requirements, and FTP for each subcategory. The projections will be updated on a monthly basis, as current data becomes available.

2. HRPS began a project for the DDA by requesting data base information on all GS-12 through GS-15 employees in the M Career Service. The above information will be used by HRPS to support DDA succession planning efforts through a statistical analysis of their resources.

3. This week one of our analysts, [REDACTED] completed the initial running of the Statistical Analysis System (SAS) introductory course, given by OTE. The course was useful in providing her with a working understanding of SAS functions and capabilities, in preparation for a scheduled course in SAS Basic. The other two analysts in HRPS will be in training during the coming week. One will attend the DDS&T Orientation and the other a course at the SAS Institute.

4. HRPS began preparations for our imminent move to [REDACTED] Building by boxing-up our reference materials and disconnecting our terminal and Hewlett-Packard mini-computer system. To minimize project disruption, HRPS will be working on project areas that are not currently dependent upon computer support.

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